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*Office Memorandum* • UNITED STATES GOVERNMENT

DATE: 9 November 1949

TO : Chief, Services Division

FROM : [REDACTED], *Jee* 25X1A9a

SUBJECT: Report of Operations by the General Services Branch during the month of October, 1949.

## Volume:

- |   |             |
|---|-------------|
| a. Requests for services on hand prior to October   | 5           |
| b. Requests for services received in writing during October   | 240         |
| c. 1. Orders submitted to GSA chargeable to quarterly encumbrance.                                      | 137         |
| 2. Special orders submitted to GSA not chargeable to quarterly encumbrance \$3,140.00                   | 10          |
| 3. Orders submitted to GSA nonreimbursable  | 89          |
| 4. Approximately 1720 phone calls recieved during October.  |             |
| d. Space moves during October   | 23 - ?      |
| Total personnel moved   | 173         |
| Equipment moves   | 47 - ?      |
| Man hours worked by GSA   | 1076        |
| Estimated cost  | \$1545.70   |
| e. Requests for services on hand October 31.  | 29          |
| f. Reimbursement to GSA for regular assigned laborers to warehouse. 3536 man hours - 21 per day average | \$4957.64   |
| g. Protective Services (GSA Guard Posts)  |             |
| Reimbursable Posts - \$35,100.00  | 81          |
| Non-reimbursable Posts  | 26          |
| h. Monies paid to GSA during month of August  |             |
| GSA Guards  | \$30,983.21 |
| GSA Laborers and trucks   | 6,401.69    |
| Alterations and Installations   | 10,042.64   |
| Miscellaneous   | 1,161.22    |
| i. Problems: None   |             |

48,588.76

Attachment